



DEPARTMENT OF THE NAVY

COMMANDING OFFICER

NAS PENSACOLA

190 RADFORD BLVD

PENSACOLA, FLORIDA 32508-5217

IN REPLY REFER TO

NASPNCLAINST 1050.5D

Code N04C

AUG 18 2010

NASPNCLA INSTRUCTION 1050.5D

Subj: MILITARY PERSONNEL E-LEAVE PROCEDURES

Ref: (a) NAVPERS 15560D Articles 1050-010 and 1050-260
(b) SECNAVINST 7220.63D
(c) NAVADMIN 043/09

1. Purpose. To establish electronic leave procedures for personnel attached to Naval Air Station, Pensacola. All personnel will submit e-Leave requests through their Electronic Service Record (ESR) self service accounts in NSIPS. All active-duty and reserve personnel are required to establish ESR self-service account per reference (c).

2. Cancellation. NASPNCLAINST 1050.5C

3. Information. References (a) and (b) authorize Commanding Officers to grant leave to officers and enlisted personnel subject to the following provisions:

a. Advance leave is granted though not yet earned, but will be earned by the member during the remaining period of obligated active duty. The total leave advanced shall be limited to 45 days. Advanced leave must be authorized by the Commanding Officer.

b. Annual leave may be granted, when service requirements permit, to the extent of earned leave plus 45 days advance leave (when authorized). Total earned and advanced leave should not exceed 60 days annually.

c. Emergency leave may be granted, when service requirements permit, to the extent of earned leave plus 45 days advance leave, total not to exceed 60 days at one time.

d. Transfer leave may be granted with permanent change of station orders per reference (c).

e. Reenlistment leave may be granted to regular Navy personnel and enlisted Naval Reservists who reenlist in the regular Navy, and to enlisted Naval Reservists on active duty who reenlist in the Naval Reserve within 24 hours after discharge and are retained on active duty upon reenlistment. Reenlistment leave should be granted at the earliest practicable date following reenlistment. Reenlistment leave must be for one period only, may not exceed 90 days, and may consist of earned plus up to 45 days advance leave (when authorized).

f. Separation leave consists of accrued and advanced leave, not to exceed the amount of leave to be earned by the actual day of separation. The length of separation leave is dependent only upon member's desire and mission requirement; i.e., 60 days may be exceeded. Separation leave may be granted to members separating from the naval service under normal conditions or retirement, but may not be granted to members who are being administratively discharged. All separation leave requests must be approved by the member's Department Head.

AUG 18 2010

g. Excess leave is that leave granted in excess of earned leave and advance leave and during which a member is not entitled to pay and allowances.

4. Procedures and Responsibilities

a. E-Leave Request and/or Authorization

(1) Submission of Requests. Personnel desiring leave must generate, a Leave Request via the NSIPS Self-Service Electronic Service Record (ESR). Log into your personal ESR using CAC enabled workstation, accessing the following web site: <https://nsips.nmci.navy.mil/>, and complete request under the E-Leave portion of the ESR. When submitting e-Leave request, guidance can be found regarding every type of leave available within the MILPERSMAN.

(a) After the electronic NAVCOMPT 3065 has been properly completed by the Service member, it will be routed through the service member's duty section leader and then through the appropriate chain of command for approval. Service members can change the reviewer sequence and choose up to four reviewers, as well as choose primary and secondary approvers (ex. Duty Section Leader, LPO, PCPO, DIVO, DH).

(2) Leave Control Number. After final approval, the LCN will generate automatically. Service members have the capability to cancel their approved chits before the starting date of the leave. Leave requested after hours or on weekends will be authorized by the Command Duty Officer or respective chain of command and forward to PSO for the Command Leave Administrator (CLA) to input into E-Leave. A copy of the leave form will then be forwarded via e-mail to the service member to ensure the document in the service member's possession at all times during the leave period.

(a) Personnel in a legal hold status must route their leave request to the Staff Judge Advocate (SJA) prior to final approval.

(b) E-Leave requests for Department Heads, Special Assistants, officers, and any request for advance leave over 15 days must be approved by the Executive Officer.

b. Leave Accounting

(1) Day of Departure. If leave departure time starts after working hours, the next day will be the first day charged as leave. If departure day is a non-work day, leave count starts the next day. If departure day is a workday and leave commences prior to start of working hours or any hour during the work day, leave count begins that day.

(2) Day of Return. If the member returns on or before normal working hours (for that day), it will be counted as a day of duty. If the day of return is not a workday, it will be counted as a day of duty, regardless of return time. If a member departs on a non-work day and returns on a non-work day, one of those days **must** count as a day of leave.

(3) Check out and Check in. Leave-granting authorities shall not authorize the commencement of ordinary leave prior to the expiration of the member's normal working hours on a day of duty. Commencement of leave is automatic 24 hours after approved check out time and 72 hours after termination of approved check time unless prior approval for the CDO to extend. This

AUG 18 2010

authorization has been establish for personal convenience and is not intended as a means of extending periods of absence by combining leave with liberty. Personnel must be in the immediate vicinity of their duty station (i.e., residence from which member commutes daily to and from work) upon commencement and termination of leave.

(4) Member. Leave will be automatically charged to service members' pay accounts. It is the service member's responsibility to cancel any leave before the scheduled starting date. Any corrections or cancellations to leave already charged will require submission of a memorandum from the respective Department Head.

(5) CLA. The Command designated Command Leave Administrator (CLA) will be responsible for the management of the command leave program. The CLA will be able to pull standard reports to support oversight for UIC's managed by the CLA. The CLA will run a daily report to ensure that each member have return from leave have completed their form online.

c. Cancellation of leave. To ensure an approved leave request not executed is properly canceled, the member must personally go into the system and check themselves in early from leave and the system will automatically correct without CLA intervention; or after the full period has been charged, the CLA can correct the leave via the administration section for CLA access under E-Leave Management. This is not the responsibility of the CLA. If a member is physically incapable of doing this (i.e., convalescent leave) the CLA can input the leave at that time. This precludes leave being automatically charged to the member. Proper actions for canceling the leave dates requested and charged will require submission of a memorandum from the respective Department Head.

d. Emergency Leave

(1) Extreme care must be exercised when granting emergency leave to ensure an emergency does exist within the member's household or immediate family. Personnel will normally be authorized emergency leave in the following circumstances, after appropriate verification:

(a) When the presence of a member contributes to the welfare of a dying family member or spouse's immediate family; e.g., father, sister, only living relative, etc.

(b) Upon death of service member's or spouse's immediate family.

(c) When an accident or serious illness of a service member's or spouse's immediate family results in a serious family problem and imposes important responsibilities on the member, which must be met immediately and which cannot be accomplished from the member's duty station or by another individual or means.

(d) When failure of the service member to return home would create a severe and unusual hardship on either service member or family.

(2) Extended Emergency Leave. Prior to granting extended emergency leave involving excess leave, consideration should be given to the possibility of a request for a humanitarian duty assignment.

AUG 18 2010

(3) Verification. In determining the existence of an emergency, verification by appropriate means can be a letter or telephone call to the command or to the individual concerned from the dependent, minister, attending physician, or other interested party. Members and dependents should be encouraged to request assistance, in emergency situations, from the American Red Cross, the member's homeport contact officer, or the nearest Navy or other military activity. In recognition of individual maturity, integrity, and responsibility, emergency leave should be granted following the above guidelines whenever the circumstances warrant, based on the judgment of the Department Head or Division Officer and the desires of the individual. Red Cross verification is no longer necessary prior to granting emergency leave; however, in most circumstances, Navy Relief or Red Cross financial assistance cannot be made available to personnel requesting emergency leave unless Red Cross verification has been obtained.

(a) The E-Leave system is encouraged but not mandatory in an emergency leave situation only. A paper copy of the NAVCOMPT 3065 Leave Request can be used to approve emergency leave and submitted to the CLA the next business day. Personnel desiring emergency leave shall follow the same procedures outlined in subparagraph 4a above, except that leave requests may be submitted any time after verification of the existence of an emergency. Approval will be granted by the, Division Officer, Department Head, or CDO respectively. If the Sailor is not able to access the system to input a request, the CLA can complete the request and approve based on various forms of communication like email, phone, or duty log direction. The CLA would be required to make comments to the communicated facts of why they submitted and approved the request in the available comments section.

(b) For funded emergency leave to and from outside CONUS, transportation at Government expense shall be authorized via Air Mobility Command (AMC) where available, on a "space available" basis. All records and accounts shall accompany personnel traveling outside CONUS on emergency leave. Contact PSO for travel arrangements and proper notification procedures.

e. Leave Extensions

(1) Requests for extensions will be considered only for emergencies. Personnel desiring an extension of regular or emergency leave will contact the Division Officer or Department Head in the most expeditious manner possible. If approved, the Division Officer or Department Head will notify the CLA, who will go into the E-Leave system and approve the extension.

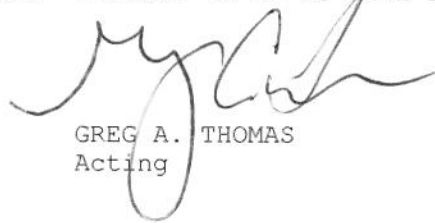
(2) Requests for extensions by telephone should be made in sufficient time to allow for a response, or the return to the station upon expiration of their original leave should extensions be disapproved.

(3) Requests for extensions will be routed to PSO after approval. Requests after normal working hours will be routed through the Department Head for action the following morning. Requests received on the weekend or holiday will be routed to the CDO for approval. The CDO will notify the member's Department Head and PSO by the next working day of leave extension.

(4) Special Liberty cannot be granted for the purpose of extending leave. Per DOD Directive 1327.5, Leave and Special Liberty will not be combined.

AUG 18 2010

f. Emergency Recall. Personnel in a leave status must maintain an accurate leave address and telephone number where they can be reached in the event of an emergency recall. If recalled, personnel will return to this command by the most expeditious means. Failure to do so will result in disciplinary action.



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